Instruction for reporting sales statistics

Introduction

This is an overview of the information the Specialist Health Service and Hospital Procurement HF requires when delivering statistics. This text includes instructions for filling in, information on the different fields and what they are used for, and indicates whether the information is mandatory or not. The statistics form the basis for volume and stock selection in procurement and are the starting point for projections at the start of contracts. The statistics are also used in analyses to determine contract compliance, savings and relevant market trends.

An example of the consequences of erroneous registration is when articles are changed (e.g. article no.) and this is not corrected in the master agreement (hstat.no). In such cases, the article will not be identified on the appropriate contract and will thus be registered as a non-contracted article (resulting in a large share of articles purchased outside of contract). If the wrong number is registered, it may have major consequences for projections at the start of a contract. This also applies if the wrong unit is registered (such as the sale unit instead of the smallest unit). If the wrong prices are registered, the analyses for volume and benefits may be misleading as well.

In the longer term, it will be desirable to be able to report in "pcs" (amount at the lowest possible level). For this reason, it is already appropriate to divide by sale unit, base unit and Item Net Quantity (INQ). INQ is the smallest integer that can be reported on. It is therefore important to read through these instructions carefully so that everyone reports on the same unit level. Should there be any questions about inputting statistics, please get in touch with statistikk@sykehusinnkjop.no. Should there be a need for technical assistance, contact portal@sykehusinnkjop.no.

Reporting statistics for services

The reporting of **statistics for services** may diverge from the descriptions on the following pages. For help filling out statistics for services, please see here.

Article number

Column title: Artikkelnr

Instructions: Supplier's article number (article reference number). If it is a contracted article, the article shall be the same as is registered in the master data in "Innkjøpsportalen" (hstat.no) and in the product catalogue.

Used for: Main key in analyses, and basis for projections pertaining to contract initiation.

Rules: Mandatory field

Article name

Column title: Artikkelnavn

Instructions: Name of article, in accordance with article name in contract (master data) if contract exists.

Used for: Identifying article properties.

Rules: Mandatory field

Purchaser reg. no.

Column title: Kjøpers org.nr

Instructions: Company registration number for purchasing health trust. See list of valid registration numbers here: [Overview of valid values](#)

Used for: Identifying the purchaser.

Rules: Mandatory field

Postal code

Column title: Postnr

Instructions: Postal code, delivery address - 4 digits

Used for: Identifying receiving entity

Rules: Mandatory field

Invoice date

Column title: Fakturadato

Instructions: Invoice date (credit note date, if applicable)

Used for: Correcting contract numbers, identifying which contract applied in the time period. Also used for date grouping purchases.

Rules: Mandatory field

Invoice number

Column title: Fakturanr

Instructions: Invoice number (credit note number, if applicable)

Used for: Can be used to find Batch/LOT for supplier recalls. Identifying number of invoices, value per order/invoice.

Rules: Mandatory field

Purchaser order number

Column title: Kjøpers ordrenr

Instructions: Order number/purchasing number given on purchaser order

Used for: Used for connecting products/services to expanded information in customer ordering system.

Can also be used to find Batch/LOT for supplier recalls.

Rules: Optional field

Number of base units sold (ME)

Column title: Antall solgte minste enheter

Instructions: <u>Total</u> number of ME invoiced, independent of sales unit. Examples of ME may include boxes of Q-tips, a single packed syringe, a package of paper (copier paper), a package of sponges, a package of paper towel(s), a package of tissue paper (wipes), one bag of potato chips or one roll of trash bags. If it is not natural to indicate sales units in pcs, they can be given as a metric amount (see

point for "Sales unit" below), e.g. kg (KGM), metres (MTR), litres (LTR) or hours (HUR). In these cases, ME should be given as the number of kg (KGM), metres (MTR), litres (LTR) or hours (HUR). In cases where ME can be reported as both pcs and metric unit, the main rule will be to report in pcs. and instead use the INQ field to clarify the content per pcs. (For example: Disinfectant bottles of 0.7 litres: Number of ME sold = number of bottles sold, INQ = 0.7). See more examples in the template for statistics, sheet tab "Examples" here: Template statistics.xlsx, as well as the point for "Item Net Quantity (INQ)" and "Metric measurements" below.

Used for: Used for determining benefit and estimated volume in procurement.

Rules: Mandatory field. Positive integer, but decimal figure is allowed if "Sales unit" is a metric measure. Remember possibility of negative figures in crediting.

Number of ME per sales unit

Column title: Antall minste enheter per salgsenhet

Instructions: Number of ME in invoiced packaging, such as the number of packages of sponges, the number of single packed syringes, or the number of rolls of trash bags per sale unit.

Used for: Used to see amounts in packaging. This can be used to determine what requirements one has for packaging in procurement (what is most suitable). For example, if only units with few ME per sales unit are being purchased, the Principal can set smaller packaging sizes as an evaluating requirement in the procurement.

Rules: Mandatory field. Positive integer (greater than 0)

Sales unit

Column title: Salgsenhet

Instructions: Invoiced packaging. This means the unit description for packaging that is sold. For example, BX, CT, EA, SET, KGM, MTR. These are the same units that are permitted in the product catalogue. Here, metric measurements can be made visible for articles naturally sold per kg (KGM), metre (MTR), litre (LTR) etc. by indicating the sales unit in the actual metric measurement. Unit descriptions are in accordance with the following standard described here: Overview of valid values

Used for: For Southern and Eastern Norway Regional Health Authority, this is relevant if it is being sold in kilos, grams, metres or other metric measurements.

Rules: Mandatory field, check for valid unit description

Total sum

Column title: Totalbeløp

Instructions: Total sum invoiced, exclusive of VAT. Shall be given in NOK.

Used for: The vast majority of analyses, contract/supplier and HF follow-up.

Rules: Mandatory field. Decimal figure

Item Net Quantity (INQ)

Column title: INQ per minste enhet

Instructions: <u>Number</u> of lowest mutable use units per ME.

For example, <u>number</u> of Q-tips, number of paper sheets, number of sponges, number of paper towel roll(s), number of tissue papers (wipes) or number of potato chip bags <u>per pack (ME)</u>.

For a roll of trash bags, it will be the number of bags per roll that determines INQ, for example INQ will be 10 for a roll consisting of 10 trash bags. For individually-packaged goods, the smallest unit will often be equal to the lowest mutable use unit, giving INQ = 1 (for example, a single packed syringe that cannot be broken down into multiple syringes). INQ must be a whole number. The exception is when the article has a metric content, e.g. gram (GRM), metre (MTR) or litre (LTR). In these cases, INQ will be the number of grams (GRM), metres (MTR) or litres (LTR) per ME. See this example in comparison to the examples in the point for "number of base units sold" and "Metric measurement", as well as example filled in the template for statistics, sheet tab "Examples" here: [Template statistics.xlsx](),

Used for: Identifying content per ME, as this may vary between suppliers. For example, a pack (ME) of sterile sponges that for one supplier contains 5 sponges (INQ = 5), and for another contains 3 sponges (INQ = 3). The INQ is what will provide the best foundation for volume in procurements. Estimation of benefit and price comparison is based on INQ. Simplifies conversion after procurement. In other words, this point will help clarify the difference between ME and INQ when the supplier is reporting the Number of ME sold.

Rules: Optional field. Decimal figure, greater than 0

Metric measurement (SI system)

Column title: Metrisk mål

Instructions: Unit of measurement that reflects the reported INQ value. Used for article reported in pcs., but which also have metric content, i.e. content in units such as grams (GRM), metres (MTR), litres (LTR) or similar units.

For example, gram (GRM) per tube, litre (LTR) per bottle, metre (MTR) per roll, etc. In the event that liquid disinfectant is sold in bottles of 0.7 litres, it should be reported in the following manner:

Number of ME sold = number of bottles sold, INQ = 0.7, <u>metric measurement = litre (LTR).</u> See overview of valid values [Overview of valid values.](#)

Used for: Identifying contents per ME, as this may vary between suppliers. For example, a tube of cream (ME) that contains 50 grams (GRM) from one supplier, 70 grams (GRM) from another supplier. In these cases, INQ will be given as 50 and 70, respectively, but without a given metric measurement in grams (GRM), we will not know what 50 and 70 represent (gram, metre, ml, or something else?). Therefore, it is important to define the metric measurement so that we can define the contents and get comparable values. INQ, combined with metric measurements where this is relevant, is what gives the best foundation for volume in procurements. The estimation of benefits and price comparison are based on this.

Rules: Optional field. Used for articles that are reported in pcs., but which have metric content, i.e. contents in units such as gram (GRM), metre (MTR) or litre (LTR).

Contract number

Column title: Avtalenr

Instructions: The contract number the article is registered with in "Innkjøpsportalen" (hstat.no) and/or is applied to the contract. If relevant, the contract number it naturally belongs to, but which is not registered in "Innkjøpsportalen" (hstat.no). Not to be filled out for articles that do not belong to any contract or naturally would have belonged to any agreement.

Used for: Checking contract compliance. What is purchased by contract, and what is purchased outside of contract. Identifying what belongs to the contract without the article necessarily being on any contract. Also used to check for price discrepancies and whether price discrepancies are due to the erroneous reporting of units.

Rules: Mandatory field, but no value is also a valid value, check that the contract has been valid within the statistics period it is being provided for.

Category

Column title: Kategori

Instructions: Information that enables the classification of products/services, preferably with regard to the Health Trusts' national category structure. Alternatively, the supplier may use grouping information from their own system. The desired level of detail is "tendering group" level. Examples of this is the grouping of "Stapler" under Office Supplies, "Bandage" under Wound Care Products and "Gas Mask" under Protective Equipment.

Used for: Identifying unknown articles. May give a good rule of thumb as to what type of category the article belongs to/what type of product is in question.

Rules: Mandatory if contract number is not filled in and if the article number provided is not active on the contract number in the given time period. Free text

UNSPSC

Column title: UNSPSC

Instructions: Preferably latest version.

Used for: Identifying articles (UNSPSC description) when we do not have anything in Category

Rules: Optional field, check that it is 8 or 10 digits

Reporting statistics for services:

Article no.: Use definitions from contract, if relevant, internal service numbers if nothing else is established.

Article name: Use definitions from contract, if relevant, internal service numbers if nothing else is established.

Postal code: Postal codes for invoices are used if nothing else is established.

Number of base units sold (ME): Decimal figures permitted. On crediting, a negative figure is set.

Number of base units (ME) per sales unit: For services, this will always be 1.

Sales unit: For services sold in pieces/numbers, e.g. projects, the description "EA" shall be used. For services sold at an hourly rate, this column shall show "HUR". It is possible to sell, for example, half hours by using the decimal figure "0.5" when reporting number of base units sold (ME).

Item Net Quantity (INQ): For services, this will always be 1.

Metric measurement: It is not obligatory to report metric measurements, and not highly relevant for services if the sale unit field is used to specify whether hours (HUR) or projects (EA) are being sold.

Reporting sales credit

When reporting credits all values/fields should be filled in as normal,
with the following exceptions:

Number of base units sold (ME), Column title: Antall solgte minste enheter: Must be less than 0

Number of ME per sales unit, Column title: Antall minste enheter per salgsenhet: Must be greater than 0

Total sum, Column title: Totalbeløp: Must be less than 0

Please see **examples** in the template for statistics, sheet tab "Examples" here: Template statistics.xlsx,

Reporting discount

Discount could either be reported by correcting Total sum in the original transaction, or discount could be reported separately.

If the Supplier chooses to report discount separately all values/fields should be filled in as normal, with the following exceptions:

Number of base units sold (ME), Column title: Antall solgte minste enheter: Must be 0

Number of ME per sales unit, Column title: Antall minste enheter per salgsenhet: Must be greater than 0

Sales unit, Column title: Salgsenhet**:** Must be «**DISCOUNT**».

Total sum, Column title: Totalbeløp: Must be less than 0

In summary, when Sales unit is «DISCOUNT» the Total sum must be less than 0, and Number of base units sold (ME) must be equal to 0.

Please see **examples** in the template for statistics, sheet tab "Examples" here: Template statistics.xlsx,